
Special Use Permit Checklist

☐ **\$250 FEE + ADVERTISING/NEIGHBOR NOTIFICATION COSTS**

☐ **LOCATION MAP**

☐ **COPY OF RECORDED SUBDIVISION PLAT (11"x17")**

☐ **PROPOSED SITE PLAN (11"x17")**

At a minimum, the plan must show the following items:

- ☐ PUE's.
- ☐ Building setbacks.
- ☐ Proposed driveway locations.
- ☐ Parking spaces (including loading spaces).
- ☐ Dumpster.
- ☐ HVAC equipment pad.
- ☐ Detention ponds.
- ☐ Water quality facilities.
- ☐ Septic location.
- ☐ Necessary setbacks for landscaping.
- ☐ Estimated impervious cover calculations.
- ☐ Parking table showing spaces required and spaces provided.

☐ **PROPOSED BUILDING PLANS (11"x17")**

- ☐ Floor plans.
- ☐ All four elevations.

☐ **OPERATIONAL DATA**

At a minimum, this document must contain the following information:

- ☐ Type of activity business will conduct.
- ☐ Hours of operation.
- ☐ Expected impact of traffic generated by business.
- ☐ Compatibility with surrounding neighborhood.
- ☐ General impact on property values of surrounding neighborhood.
- ☐ Compatibility with general community.

☐ **TIA DETERMINATION WORKSHEET**

☐ **COLOR DRAWINGS/ARTISTS RENDERING OF FINISHED PRODUCT**

This is not required but is recommended.